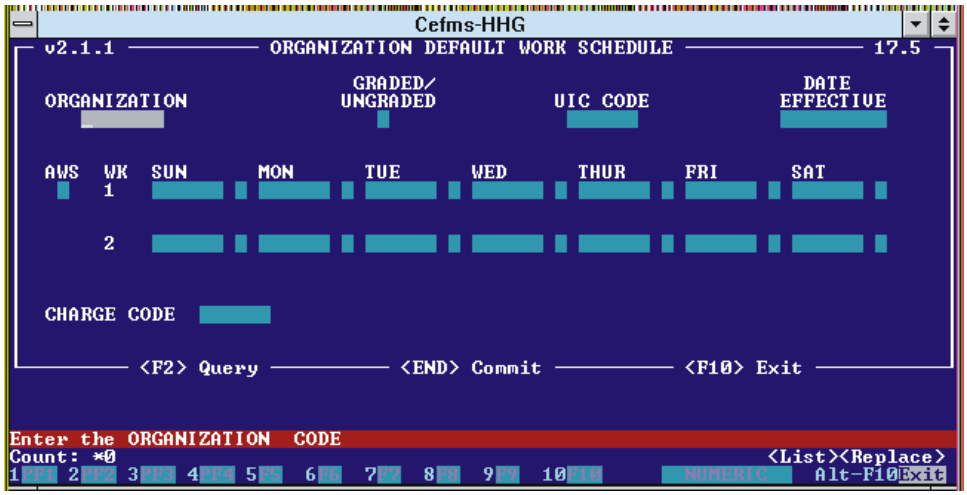
Tips for Labor Processing in CEFMS

Preparation for the first CEFMS DCPS payroll merge

(The following must be done for either previous labor or current. It is imperative that these steps are taken prior to opening a pay period. Your payroll data will not process unless the items below are completed. The following steps may take some time to complete, therefore careful planning should be done as to who will perform each function.

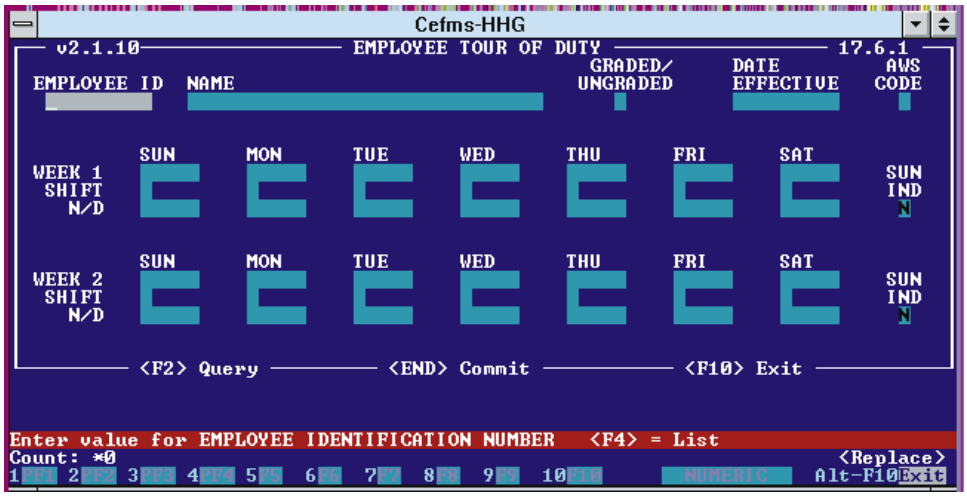
A query should be run against the employee_mstr table to extract all the organizational codes, unit identification codes (uic), graded/ungraded combinations that exist for the site. This should be the same or more up-to-date data than was provided to Omaha for the first DCPS payroll using CETAL. (See Encl 1 - UIC script)

An organizational schedule must be loaded into CEFMS for each org code, uic, graded/ungraded combination along with the alternate work schedule code. Use the query results in item 1 above if needed. A charge code can be entered for this organization if it remains constant and is used for the majority of the personnel in the organization. At the time these schedules are loaded, charge codes may not be available, they can be added later. If charge codes are used, this will create timekeeping input records for all the employees in the organization using that work schedule for each work day of the pay period. All the timekeeper will need to post is the leave or overtime worked. For those individuals who do not meet the schedule for the majority of the organization, an employee work day schedule may be input. This is a tedious but very important part of the initial CEFMS DCPS payroll merge. It is recommended that the Chief of Systems/Control or the Customer Service Representative(CSR, used to be called the Payroll Liaison Officer, PLO) perform the function of loading these schedules rather than timekeepers.



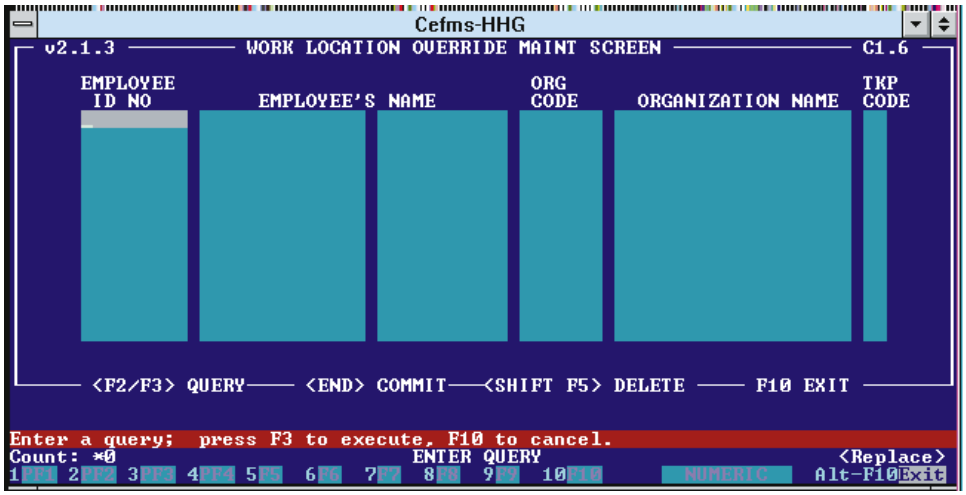
Screen 17.5

All part time personnel must be loaded into employee tour-of-duty schedules. A query can be run on the employee table to find all the personnel with a work schedule of “P,” “Q,” “R,” “S,” and “T.”



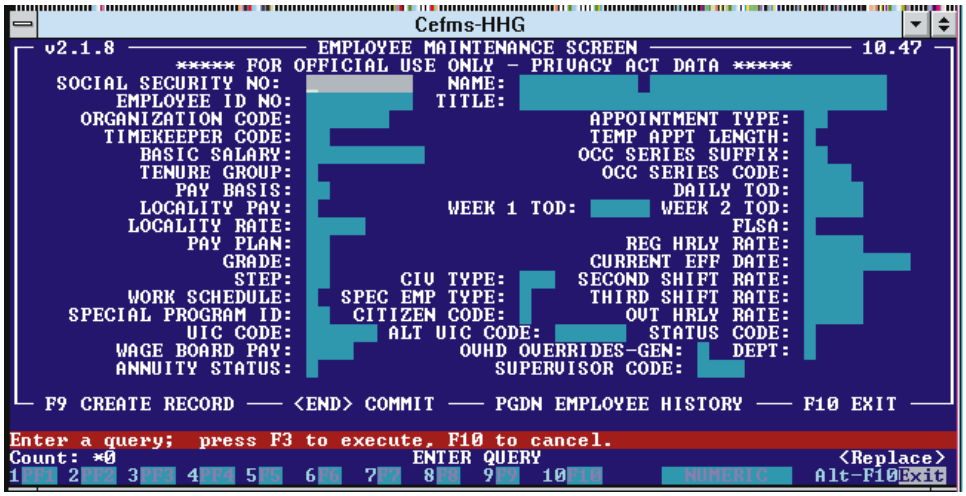
Screen 17.6.1

Work Location Override file needs to be set up before the ACPERS interface is run and the first pay period is opened. The override file is activated when the ACPERS interface is run. This file is used to move personnel under different timekeepers or organizations. These records represent splitting organizations between two different timekeepers. If a person has been temporarily detailed (without an SF form 52) to another organization they will need to be placed in the override file to accommodate that change. Remember that changes to the override file will not take affect until the pull of the ACPERS interface is done, so changes to it after you have run the ACPERS interface and opened the pay period will not be effective until you run the interface again.



Screen C1.6

When ACPERS has been run, all supervisor codes must be checked and entered correctly by the CSR on screen 10.47. (See D. 5 of this document for recommendations on how to structure your supervisor codes.) You can get to screen 10.47 by typing that into the PLEASE ENTER SELECTION block of the first screen when you sign onto CEFMS. Supervisor codes are not used in ACPERS; therefore they will come down to the CEFMS extract incorrect the first time you pull ACPERS. Once they have been corrected in this screen, you will not have to correct them again. This is another tedious but very important task.

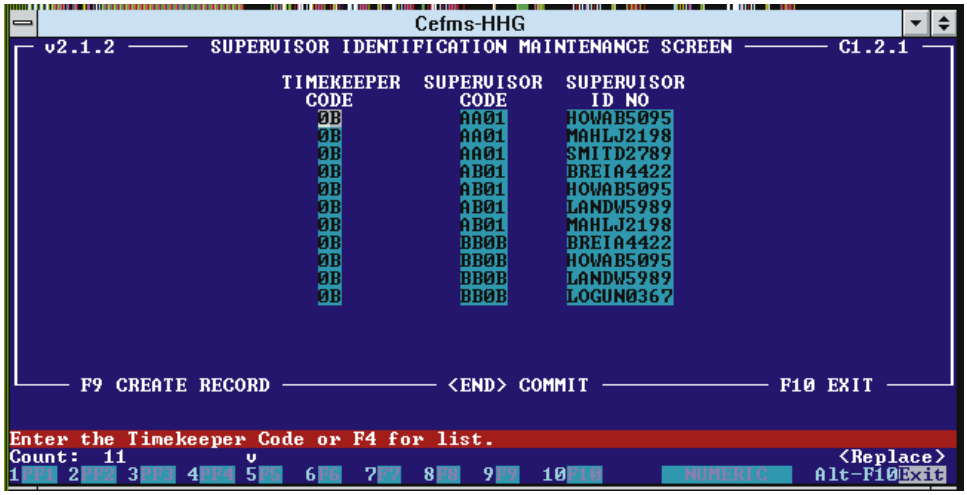


Screen 10.47

IF YOU COMPLETE THIS TASK, OPEN THE PAY PERIOD, AND TIMEKEEPERS HAVE BEGUN POSTING LABOR, THEN DISCOVER A SUPER-VISOR CODE IS WRONG FOR ONE OR MORE EMPLOYEES, TIMEKEEPERS SHOULD FINISH

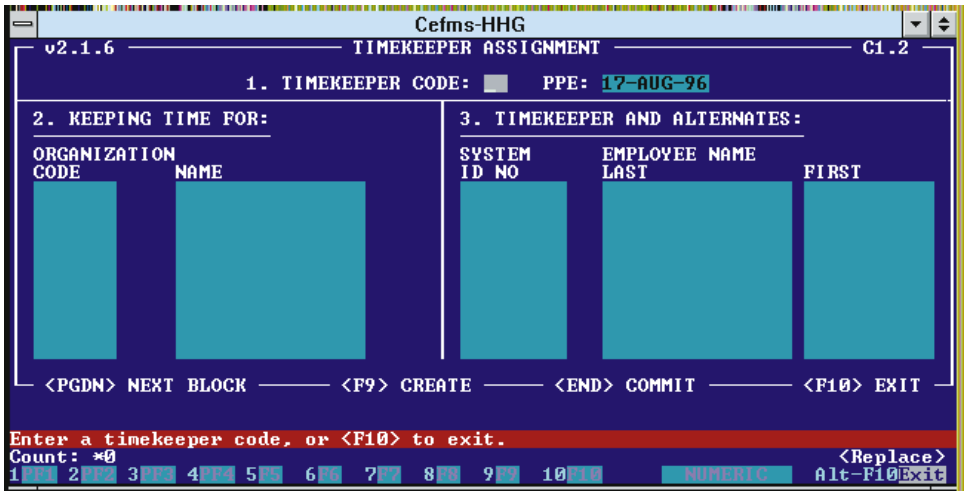
THE LABOR INPUT FOR THE ENTIRE PAY PERIOD, THEN THE CSR CAN CORRECT THE SUPERVISOR CODE IN ONE ACTION BEFORE THE MERGE OR OPENING OF THE NEXT PAY PERIOD OCCURS. DO NOT CHANGE SUPERVISOR OR TIMEKEEPER NUMBERS IN THE MIDDLE OF A LABOR INPUT.

The Supervisor Assignment Screen must also be populated with every employee id number that would/could sign labor for all the timekeeper/supervisor code combinations that exist on your database.



Screen C1.2.1

The Timekeeper Assignment screen must be populated with the timekeeper number and the organizational codes of the elements they support. It is highly recommended that the CSR and Data Manager add their userids as alternate timekeepers so they can assist timekeepers with their input when you first come up on CEFMS. These userids can be removed later, but it will be essential that you use the labor input screen as the timekeeper would in order to assist them with any problems.



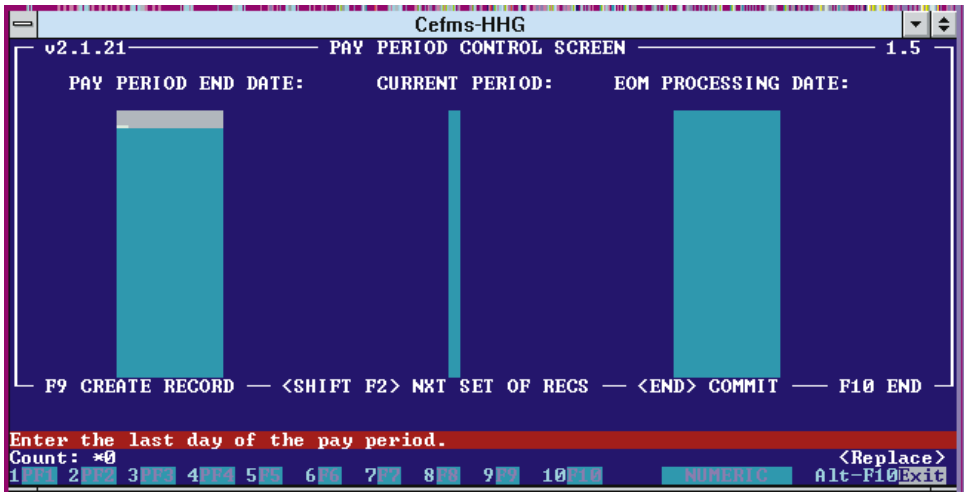
Screen C1.2

Processing Blackout Pay Periods

(Back pay periods missed . . . all of the items above must be completed to perform the missed labor input.)

At the present time, a script should be requested from The Huntsville Development team to set rates back far enough to cover the period you are processing and to set the beginning dates back for all the tour of duty schedules and organizational schedules.

After this script is run, the data manager should ensure that all the back pay period end dates are loaded in pay period control.



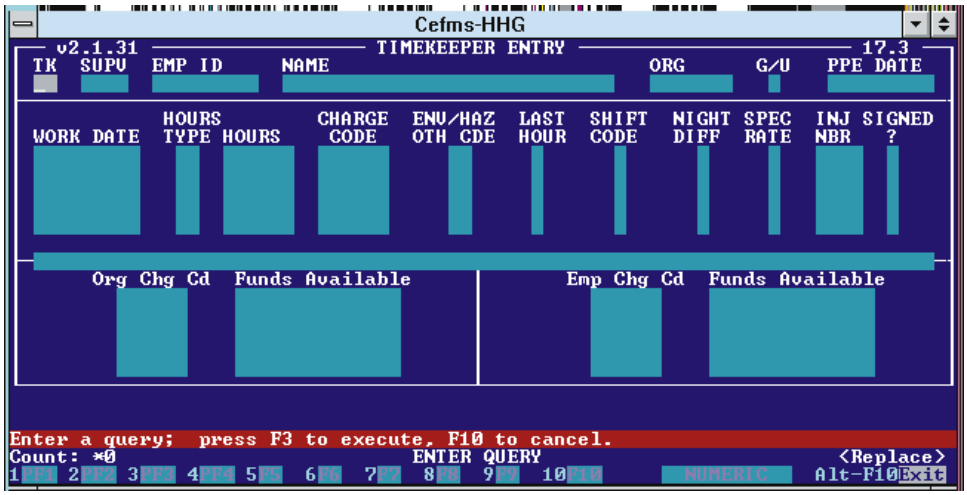
Screen 1.5

If you have prepared a live pay period and are now performing make up labor, make sure the pay period end dates on timekeeper maintenance screen reflect the pay period end dates prior to the one you are going to open for input. (i.e., if you just completed a live pay period for 6 July, the ending dates in the timekeeper maintenance will be 06-JUL-96. If you are making up the pay period that ended 25 May, the ending date in timekeeper maintenance must be changed to 11-MAY-96. This way CEFMS believes the last pay period you performed was 11 May 96 therefore you are ready to input the next one which will be 25 May 96.

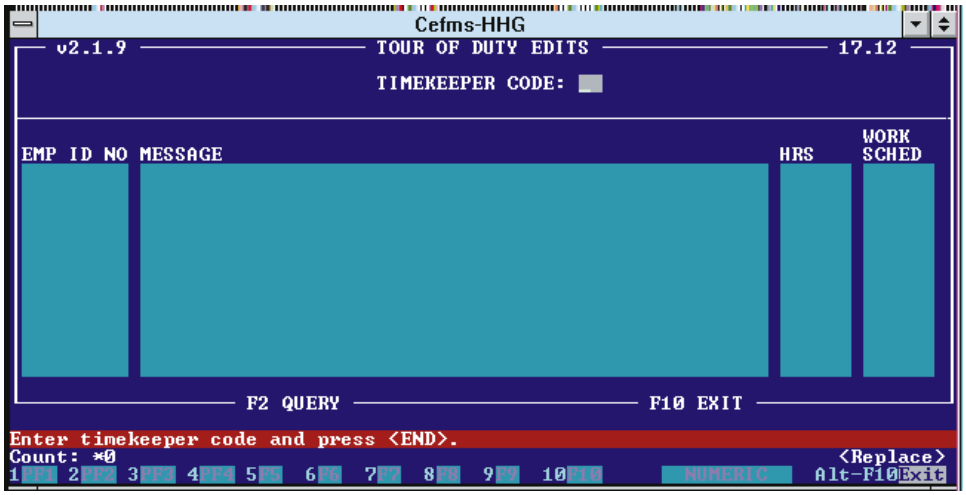
The CSR can open the pay period, and timekeepers may begin posting. All labor should be input as normal, tour of duty edits run, signed by supervisors, then labor distribution should be run. It is very important to let the labor distribution program run prior to opening another pay period. The errors from labor distribution should be corrected by the Data Manager or CSR, then the process can be repeated for each pay period until the site has made up their passed pay periods.

Labor Processing

Labor can be input on a daily basis in CEFMS. In general, after a timekeeper has completed entering labor for a specific time frame, whether it is a three day input or two week period, the tour-of-duty edits are run. When no errors occur, the timekeeper certifies the labor through the last date of input and/or the end date of the pay period (make sure this is the last day of the pay period - Saturday's date, not Friday's), then the supervisor signs the labor. That labor will be costed to the job (all amounts distributed to the charge code/work item) that evening by the labor distribution CRON job. (This only distributes signed labor.) If the timekeeper has entered labor and certified, then wants to make a change, the CSR can reset the pay period for him/her so she can make the change.



Screen 17.3



Screen 17.12

Screen C1.9

When labor cost transfers are input into CEFMS, the cost is immediately processed through the labor distribution program. Batched labor transactions are processed by the Labor Distribution CRON job that runs in the evening. This batch file is populated with individual daily records of labor input when the timekeepers have run tour-of-duty edits and the supervisors have signed the labor.

The labor tables in CEFMS contain processed indicators - these tell you at what stage the labor is in at any one point in time. Processed_ind code in brackets ( ) denotes negative amounts. The following is a list of the values that will populate the processed_ind field in the tables called Current_Time_Certification and Time_Certification.

C = Current, appears on the TIMENTRY screen with the Signed? column blank and is updatable

(B) = Back out(reversed), does not appear on the TIMENTRY screen, the amounts are negated

S = Signed, appears on the TIMENTRY screen with the Signed? column = Y, not updatable

P = Processed, appears on the TIMENTRY screen with the Signed? column = Y, not updatable

D = Processed and Dead, does not appear on the TIMENTRY screen

L = Signed, does not appear on the TIMENTRY screen

E = Processed Leave, appears on the TIMENTRY screen with the Signed? column =Y, not updatable.

Life Cycles of Transactions

@HEAD_2 = Normal Cycle

C => S => P

When a new entry is generated, either by the beginning pay period routine or a new entry in TIMENTRY, the processed_ind will be a **C.** After the entry is signed, the indicator becomes an **S**, after the entry is processed the indicator becomes a **P**. At the start of the next pay period, the **S, P**, **D** and **L** transactions are copied to TIME_CERTIFICATION and deleted from CURRENT_TIME_CERTIFICATION.

Signed and Backed Out

C => S => ctrl F1 => (B) => (L) => (D)
L => D
C => Normal Cycle

An initial **C** entry is signed and becomes an **S** transaction, the timekeeper can see the entry on TIMENTRY but can not update the entry. The timekeeper enters **Ctrl F1** to "reverse" the entry. The one **S** entry becomes three entries: **(B)** - amounts are negated; **L** - data is the same as the **S** entry and will not appear on TIMENTRY; **C** - data is the same as the **S** entry and the timekeeper can update as a normal **C** entry. The **L** transaction will be processed and become a **D** transaction. The **(B)** transaction can be signed and becomes an **(L)** transaction which will be processed and become a **(D)** transaction. Note: After the Ctrl F1 process has created the three transactions **((B,L** and **C)**, there is no longer an **S** transaction.

Processed and Backed Out

C => S => P => Ctrl F1 => (B) => (L) => (D)
(D)
C => Normal Cycle

An initial **C** transaction is signed and becomes an **S** transaction. This **S** transaction is processed and becomes a **P** transaction. At this point the entry appears on the TIMENTRY screen, is not updatable and the Signed? column shows a Y. The timekeeper enters **Ctrl F1.** The one **P** entry becomes three: **(B)** - amounts are negated; **D** -original data of the **P** transaction and will not appear on the TIMENTRY screen; **C** - original data of the **P** transaction and will appear on the TIMENTRY screen and is updatable, this **C** transaction then follows the normal life cycle of a transaction. Note: After the Ctrl F1 process has created the three transactions **((B), D**, and **C**) there is no longer a **P** transaction.

Leave Processed and Backed Out:

C => S => E => ctrl F1 => (B) => (L) => (D)
D
C => Normal Cycle

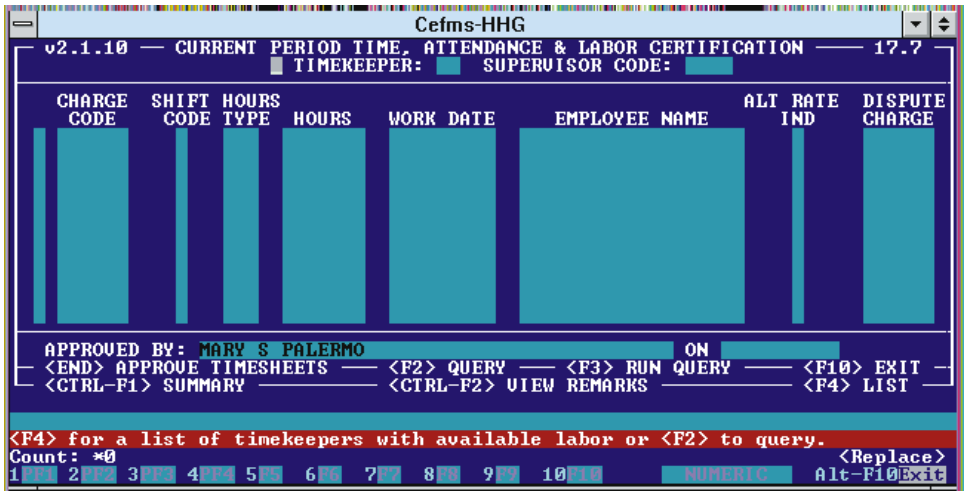
An initial **C** transaction that contains LEAVE hours is signed and becomes an **S** transaction. This **S** transaction becomes an **E** transaction after it passes through Labor Distribution. At this point the entry appears on TIMENTRY, is not updatable and the Signed? column shows a Y. The timekeeper enters **Ctrl F1**. The one **E** entry becomes three: **(B)** - amounts are negated and will not appear on the TIMENTRY screen; **D** - original **E** data, will not appear on TIMENTRY; **C** - contains the original data from the **E** transaction, appears on TIMENTRY and the entry is updatable - this **C** transaction then follows the normal life cycle of a transaction. Note: After the process has created the three transactions **((B), D** and **C)** there is no longer an **E** transaction.

Additional Information Regarding Payroll Processing

Timekeepers can input labor on a daily basis. Supervisors can also sign labor daily, if so desired. If a mistake is made and labor must be corrected during the pay period and the labor has been certified by the timekeeper and the supervisor has signed, use the Ctrl F1(as described in the Life Cycle of Transactions) on the record which will create a reverse transaction for the supervisor to sign, then the timekeeper can input the correction. The advantage of entering, certifying and signing labor daily (or at least more frequently than at the end of the pay period) is that the labor will not only be up-to-date, but that it will be costed to the project with each nightly labor distribution and provide a more timely financial status of the project.

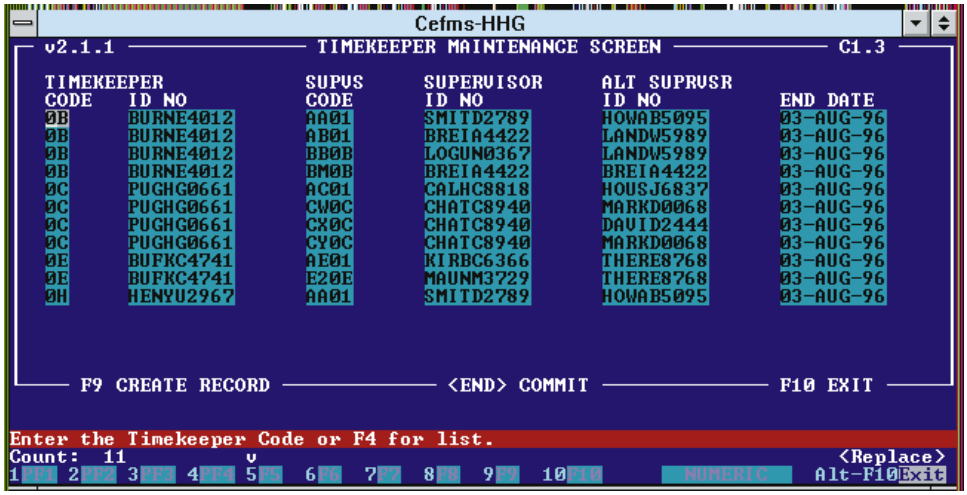
Many timekeepers post their time daily or at least every other day, and do not certify the labor until the end of the pay period. Timekeepers

should print out a copy of the uncertified labor reports when they are completed to let the supervisor look over before signing electronically. Supervisors then perform the signing function. However, if there is a Monday holiday, which decreases the amount of time the CSR has to complete the payroll cycle and transmit the file to Denver, we recommend the timekeepers, who can complete all their labor, do so on Friday, in the event there are systems problems on Tuesday morning.



Screen 17.7

If a timekeeper has certified the labor through the end of the pay period and needs to make a correction (before the supervisor has signed), the CSR can open the pay period for that timekeeper, so that corrections can be made. The CSR should go to the CSR menu in CEFMS and choose option 5 - Timekeeper Maintenance - query the specific timekeeper number and pull up all the supervisor codes for which he/she is responsible, and change the end date to the previous pay period ending date.

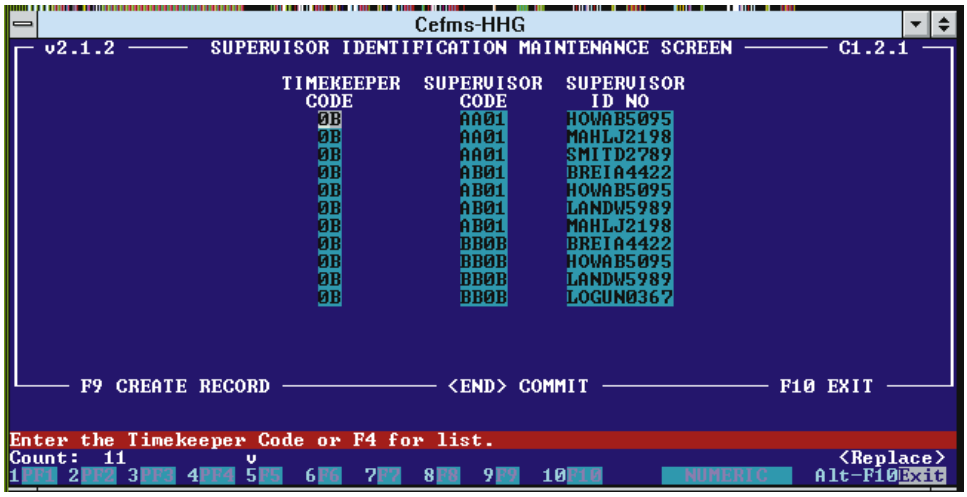


Screen C1.3

The CSR should choose Option 6 Timekeeper Code Control and enter the timekeeper number and choose the option to reset the pay period for the timekeepers. The timekeeper can then go in and make corrections, re-run the tour of duty edits, then the supervisor can sign.

Screen C1.9

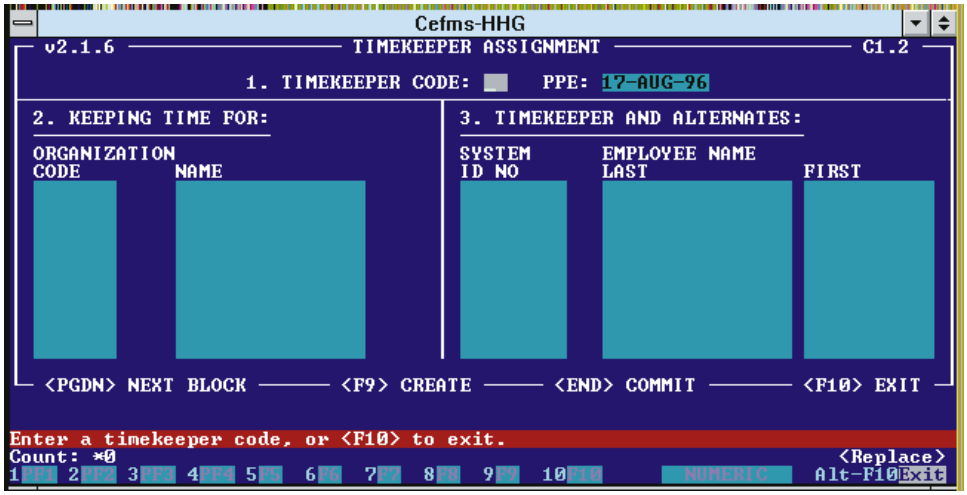
The electronic signature function has proven to be the most critical, thus far. Many times supervisors and their alternates are not present the day the labor needs to be signed. Timekeepers must work with their supervisors in order to get the time and attendance all signed just as they did in CETAL with the paper copies of the time and attendance sheets. The employee id's of each individual that may need to sign a specific timekeeper/supervisor code combination must be loaded into the Supervisor Assignment screen on the PLO menu in order to sign labor.



Screen C1.2.1

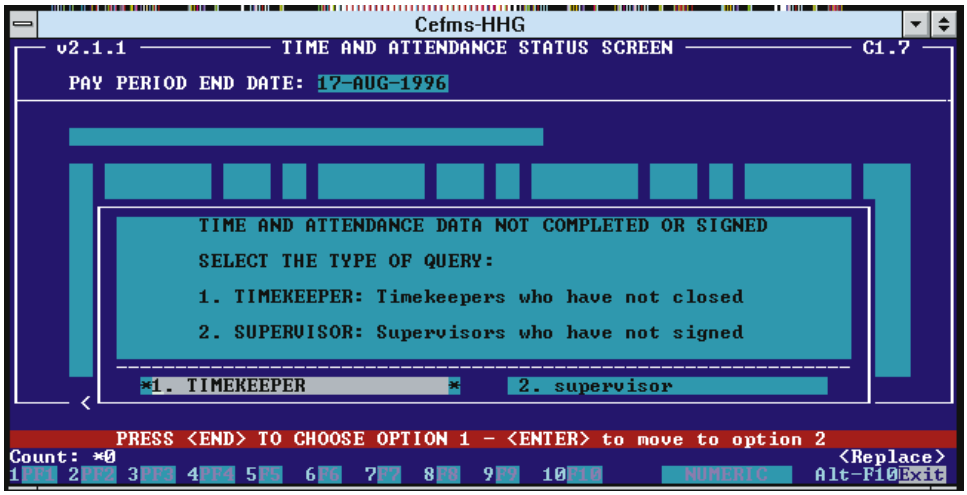
We have set the supervisor code for all support staff chiefs and directors to be AA01. That way the Executive Office personnel can sign the labor for all the chiefs across the station and we can readily identify them. All the other supervisors who act as deputies to these organizations are set up as AE01 - which is for the Environmental Lab; AS01 is for the Structures Lab, AH01 is for the Hydraulics Lab, this way they have meaning. All the other supervisors below the deputies, like division chiefs or branch chiefs simply have the old (COEMIS) F&A org code and timekeeper code combination as the supervisor code.

After all the labor has been electronically signed and the next pay period is opened, all the data in Current_Time_Certification is moved into Time_Certification. The opening of a pay period will take a little while due to the downloading of any schedules you have set, and the movement of all the data out of the Current_Time_Certification table into the Time_Certification table. The CSR should view the Begin Pay Period error screen. Most of the errors will say "Employee has no charge code," meaning there was not one placed in the organizational tour of duty.

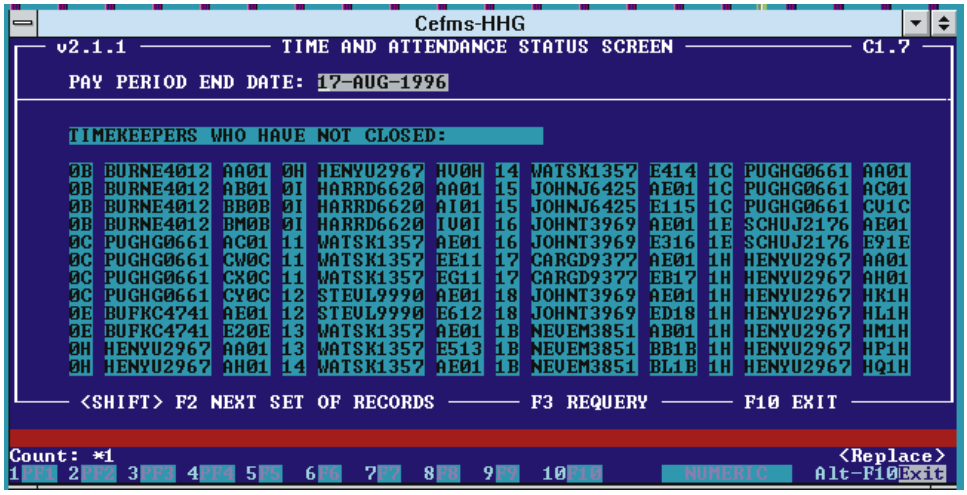


Screen C1.2

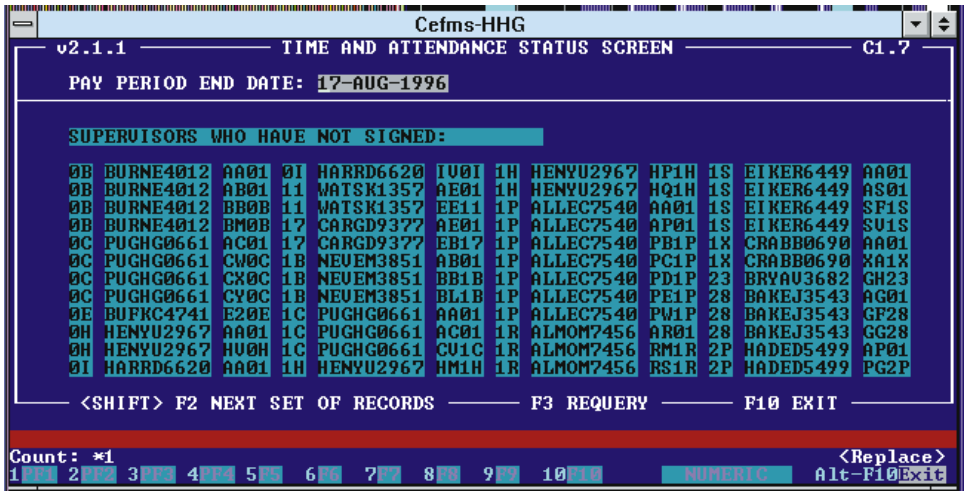
The merge and file transfer should not take place until all the labor has been signed. The CSR can check this by using the Labor and Attendance Status (option 7) from the CSR menu. Timekeepers and Supervisors can be checked on this screen. This screen will show you all the labor that has not been signed for **valid** timekeeper and supervisor code combinations.



Screen C1.7

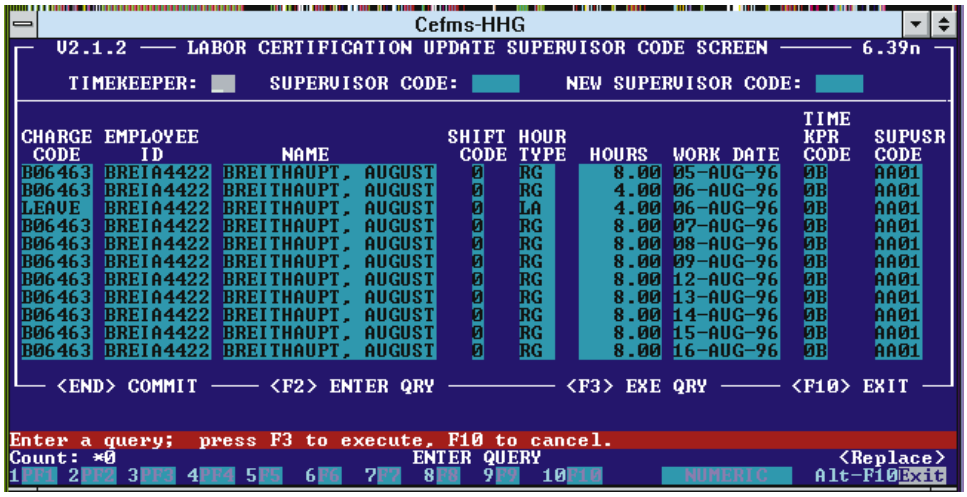


Screen C1.7

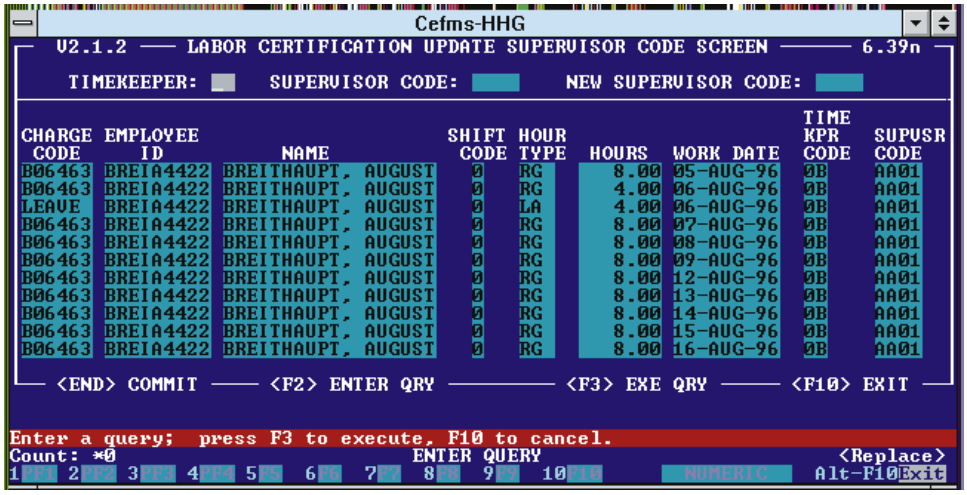


Screen C1.7

Options 10 and 11 from the CSR menu should also be checked to be sure there were no invalid timekeeper and supervisor code combinations on your personnel. If there were, they should be corrected in this screen and then signed by the supervisor.



Screen 6.39n



Screen 6.39n

Payroll Transmission is completed by keeping a copy of all the merge and transfer process screens in order to have a count of transactions that were transferred. Immediately following the file transfer, contact Pensacola's Production Support desk at (904) 452-2990 ext 397. Advise them that you have transmitted your SDA file and provide your SDA identifier and the number of records transmitted. Be prepared to sign on through DYNACOMM Elite to receive the initial hard copy reports. The SDA file is due NLT 1200 noon (Central Time) on the Tuesday following the end of the pay period. If for any reason you are late, the CSR must

notify the Payroll Office help desk at (401) 232-3308 or 3310 to make processing arrangements.

The Labor Distribution program runs nightly in a CRON job. It also can be run manually. Labor cost transfers should not be input while the Labor Distribution program is running because they may abort it. Labor distributes to L charge codes using the rates that were in effect on the first day of the pay period in which the work date falls. B charge codes use the rates that were in effect on the work date. (For example L charge codes, if you have a departmental rate set at 30% on the 12th of May, which is the first day of a pay period..all the work from the 13th through the 25th of May will be extended at a departmental rate of 30%, because that was the rate in effect on the first day of that pay period.) Therefore, if you change a departmental rate in the middle of a pay period, it will not affect the labor extensions performed in labor distribution until the first day of the next pay period, and all the work performed after that day will be at the new rate. This is a very important concept to understand when setting rates for your organization.

Data Manager Functions Regarding Labor Processing in CEFMS

Three very important tables for labor processing in CEFMS are:

Current_Time_Certification
Time_Certification
Labor_Hours
Labor_Cost_Transfers

Current_Time_Certification is the table that is populated with data during the current pay period. If you load organizational and/or individual tour-of-duty schedules, at the beginning of the pay period, when you set the pay period end date, then these schedules will be loaded into the Current_Time_Certification and in the timekeeper entry screens (if a charge code was used).

The Time_Certification is the table that is populated with the data from Current_Time_Certification when a new pay period is opened.

The Labor_Hours table is updated during labor distribution and contains a record of the number of hours per transaction, cost to the project broken down by basic cost, indirect-add-on, burdens, overhead, etc.

The Labor_Cost_Transfer table is where all labor cost transfers are stored. These four tables, along with Employee_Mstr and the Timekeeper tables are the ones most frequently used in labor script writing.

The Data Manager loads the ACPERS extract every Tuesday morning at our location. Care must be taken to coordinate this load with the Customer Service Representative. If she has made corrections to the

Employee Maintenance screen in CEFMS and the Data Manager re-loads a new ACPERS extract, some of the changes will be lost if they were not included in the ACPERS extract. We often times must re-load the Employee Maintenance screen after we have pulled a new ACPERS file.

In addition to the ACPERS load a master employee record (MER) file will be received every two weeks from DFAS. An interface program has been developed to load selective MER data into CEFMS. Individuals with ACPERS authority in ACCESS_CONTROL may run this process.

a. The program loads the following DCPS fields - employee type code, temporary position code, alternate hourly rate 01 and alternate hourly rate 02. Employee type code and temporary position code are written to the employee_mstr table. SPECIAL_EMP_TYPE and TAL_CODE are the respective CEFMS field names. Alternate hourly rates 01 and 02 are loaded in Employee_RATE_MSTR table as Employee_RATE, identified by RATE_CODE.

b. The program will also build a "skeleton" record in Employee_Mstr when none exists. The MER does not contain all the fields currently provided by DCPDS. Therefore, the requirement to execute the ACPERS.dat file every pay period is still valid.

c. DFAS will transfer a file to your host machine by the second Monday of each pay period. This file containing your SDA identifier (UIC) as part of the file name will be located in a directory/hqusace/S0rmf333. After selecting the **correct** MER file for your FOA, use the following procedures to load the data. At the UNIX prompt, enter

```
source /usr/tools/cefms/bin/fms
cp /hqusace/s0rmf333/p01_uxxxxxx$CEFMSDATA /merextra.dat
        (replace xxxxxx with your SDA identifier)
```

d. The following command may be used to verify that the file copied correctly.

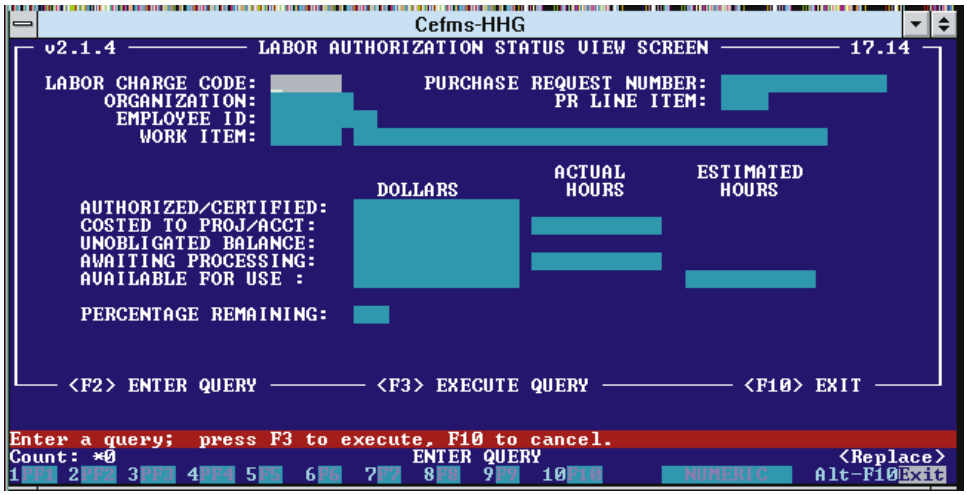
```
|| $CEFMSDATA/merextra.dat
```

e. Run the program from either the interface or CSR menu. There are no errors resulting from the program execution.

f. As a final step in the processing, the merextra.dat is deleted from $CEFMSDATA. Therefore, the file must be copied to $CEFMSDATA each time the program is executed.

A frequently used screen in CEFMS to monitor processing of a labor charge code is the 17.14 screen - Labor Authorization Status View Screen. It provides information about the dollars and hours that have been costed to the charge code. If organizational schedules have been loaded using a charge code, the Awaiting Processing field on this view screen will be populated with the dollar estimate of the value of those hours. In this case, at the beginning of a pay period, the schedules and charge codes are downloaded and the estimated cost of the entire pay period will be populated in Current_Time_Certification. If the timekeeper certifies some

of the input and the supervisor signs, labor distribution will cost that labor and the Costed to Proj/Acct field will be posted on this screen.



Screen 17.14

Customer Service Representative (CSR) functions in DCPS are very critical. The CSR must always be alert to changes in individual employee records. Any changes that could not be processed in the time and attendance file should be input by the CSR directly into DCPS as soon as possible after the file transmission to Denver. Meticulous records of input should be kept by the CSR. Knowledge of new, retiring, personnel leaving is a must for the CSR for each pay period. Knowledge of any SF 52's being prepared to move personnel from one UIC to another is also critical (DCPS pays comptime balances when this happens). Forms may be developed to send to the CSR when a timekeeper has new employees coming on board, in the middle of a pay period, or personnel leaving. The CSR needs to know these types of actions in order to prepare for the processing of their paychecks in DCPS.